

DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
PROPERTY AND SUPPLY BUREAU  
CENTRAL STORES PROGRAM – SURPLUS PROPERTY PROGRAM

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JUDY H. MARTZ  
GOVERNOR

STATE OF MONTANA

930 LYNDAL AVENUE  
PO BOX 200137

(406) 495-6000  
(406) 495-6001 FAX

HELENA, MONTANA 59620-0137

TO: All State Agencies

FROM: Brenda Job, Accounting Supervisor

DATE: January 8, 2004

SUBJECT: Property and Supply Bureau Requisition Time Schedule (RTS) for Calendar Year 2004

This requisition time schedule is for Plastic Can Liners. Plastic can liners must be purchased from the Central Stores Program or requisitions for this product must be sent to the Property and Supply Bureau for procurement.

**PURPOSE:**

The Requisition Time Schedule (RTS) is a listing of dates on which requisitions for PLASTIC CAN LINERS are due to the Central Stores Program. Can liners have been identified as a product for which the State of Montana can secure significant savings by purchasing in quantity.

**PLASTIC CAN LINERS**

Orders for the 6-month period of **September 1, 2004** through **February 28, 2005** are due **May 21, 2004**. The liners ordered during this cycle will be delivered between August 16 – 31, 2004.

Orders for the 6-month period of **March 1, 2005** through **August 31, 2005** are due by **November 19, 2004**. The liners ordered during this cycle will be delivered between February 15 – 28, 2005.

A special order form is provided to all agencies that have previously ordered can liners. If you have not received one in the past please give us a call.